

FUNCTIONAL STATEMENT

Branch of Tribal Government Services

Provides staff support to the Area Director in his delegated role as trustee of Indian land and resources, and in furtherance of tribal self-determination (PL 95-638).

Provides staff assistance to the Area Director, Area offices, and agencies on tribal governments and their institutions. Performs required reviews and provides technical assistance and training programs to Indian tribes on their governmental and corporate functions including tribal constitutions, amendments, and revisions; charters, resolutions, ordinances, elections, and petitions. Furnishes training and technical assistance to agency and tribal enrollment personnel; prepares enrollment appeals involving extensive research. Arranges and conducts hearings on the proposed use of tribal judgment funds as required by law (PL 93-134). Reviews and recommends for Area Director's approval or disapproval, attorney and expert witness contracts. Negotiates and oversees state agricultural extension contracts for services to tribes, and intertribal court contract for services to groups of tribes. Develops short-term training programs for tribal judges and other court personnel, and provides other assistance to improve tribal court services.

Furnishes technical advice, guidance, and support to strengthen tribal governments, intertribal organizations, and government-to-government relationships. Provides staff assistance to unorganized and terminated groups to administer special trust funds, or to meet responsibilities created by acts of Congress, including Klamath files and distribution of judgment funds (terminated tribe with no other BIA services).

Provides technical assistance, staff support, and committee leadership in interagency Indian programs and coordination at state and Federal Regional X levels.

Provides staff support in public information, public relations, liaison with the private sector, and in special projects and assignments.

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